

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-139

OPENING DATE: 20 April 2007

CLOSING DATE: 7 May 2007

ANTICIPATED FILL DATE: 10 Jun 07

POSITION TITLE AND NUMBER

Education Services Specialist (Exc Indef/Temp Prom)
PDCN R8594000, MD #1320-401V

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC—J1-ESO
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-1740-11 \$54,574.00 - \$70,949.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

BASIC REQUIREMENT: Completion of a 4-year course leading to a bachelor's degree from an accredited college or university which included at least eight of the following undergraduate or graduate level courses. At least one course in Tests and Measurement and one in Teaching methods; the remaining six courses may be in any one or combination of the following areas: Curriculum development or design, adult education, educational program administration, guidance and counseling, career planning, and occupational information.

ALTERNATE REQUIREMENT: Three years in one or more of the following types of experience may be substituted for the basic requirement: (1) Performing counseling and education career planning. (2) Conducting education and programs to enhance military enlistment. (3) Directing or conduct an education services program which may include instructing classes. (4) Monitoring developments in the education community. (5) Reviewing education services programs.

NOTE: COLLEGE TRANSCRIPT(S) MUST BE ATTACHED TO THE APPLICATION.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. *The application or resume must reflect the required 36 months experience.* Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Officer or Warrant Officer (O: 01A, Br Immaterial; WO: 420A, 011A Br Immaterial).

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of the techniques of organization, direction, coordination and control.
2. Ability to establish and maintain close working relationships with a variety of resources.
3. Knowledge of education theories, principles, processes and practices of secondary, adult, and/or continuing education.
4. Ability to formulate educational programs for non-traditional students requiring traditional programs, modifying their needs and career development requirements.
5. Knowledge of/and skill to employ the methodology and techniques of counseling (but not full professional knowledge) in motivating and encouraging the individuals served by the program.
6. Knowledge of contents and scope of educational material utilized in the education services program.
7. Ability to communicate ideas and thoughts orally and in writing.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Serves as the principal staff officer serving all Army National Guard personnel within a state for off duty civilian training and education. Provides advisory services to battalion and unit commanders concerning the educational needs of their assigned personnel. The incumbent functions as the principal liaison between National Guard members and participating public and private educational institutions. Numerous contacts with these institutions are for the purpose of negotiating agreements for a variety of traditional, non-traditional, and special purpose education contracts. Monitors contracts. Supervises and manages the Reserve Component G. I. Bill program for Army National Guard personnel. Performs or directs educational and vocational counseling which consists of advising and assisting ARNG members on individual programs of study available. Estimates and obtains the necessary program funds and determines their allocation. Arranges for tuition assistance for the student. Coordinates with appropriate State, local, and institutional authorities to assist service members in securing Federal financial aid. Serves as the coordinator and senior Test control Officer for the DANTES testing section to include ordering, receiving, accounting and safeguarding test material with appropriate security measures. Promotes the acceptance of the program and participation in it by personnel within the State. Collects, analyzes and disseminates data on educational programs and entrance requirements. Assists military personnel whose records do not indicate successful completion of two years of college and who have achieved equivalency through non-traditional educational means. Coordinates with State Recruiting and Retention Manager and assists with recruiting programs in educational institutions in which National Guard programs are established. Performs other duties as assigned.

NOTE: A full description of duties and responsibilities may be determined by reviewing the position description located in the Human Resources Office.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected unless agreed upon in advance and a PCS order is prepared prior to effective date. 3. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded. 4. Temporary Promotion may be terminated at any time without prior notification. Individual selected will be returned to previous position held upon completion of temporary promotion. 5. Temporary Promotion may be converted to permanent promotion if position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1